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DIVISIONAL FOREST OFFICE
SOUTHERN CIRCLE,
WORKING PLANS PARTY.

PENSIONS.

I.—Service, qualifying or otherwise.

1. The service of all persons employed in the Archæological Survey Departments should be regarded as permanent from the time of their original appointment, and as such will count towards pension subject to the general rules of the Civil Pension Code. (G. I., H. D., Nos. 2-35-47, dated 22nd January 1886; *vide* G. R. No. 329, dated 8th February 1886.)

2. The rule contained in Article 398, Civil Service Regulations, cannot be applied to service in the Bombay Revenue Survey Department. (G. I., F. & C., No. 737, dated 15th February 1886; *vide* G. R, No. 607, dated 5th March 1886.)

3. It is not expedient to extend pensionary privileges to non-hereditary village Revenue and Police Pátils. (G. R. No. 3114, dated 13th October 1886.)

4. Service on the establishment of a convict gang should be permanent. (G. R. No. 890, dated 6th March 1889.)

5. The Inspector of Steam Boilers and his establishment are allowed to count their service towards pension, such pension being payable from the Steam Boiler Inspection Fund so long as the Fund continues solvent. (G. R. No. 3079, dated 14th August 1889.)

6. The service of a peon in a dâk bungalow is not pensionable, and there is no reason for treating as pensionable identically similar service rendered by a peon at a district bungalow. (G. R. No. 1499, dated 9th May 1895.)

7. Service in the survey of the Town and Island of Bombay does not qualify for pension. (G. I., R. & A., No. 1541-34-4, dated 28th May 1895; *vide* G. R. No. 2135, dated 24th June 1895.)

8. The services of kárkúns under the Benches of Magistrates qualify for pension. (G. R., J. D., No. 297, dated 13th January 1896.)

II.—Service, Inferior or Superior.

1. Dockyard and Military artificers are by Article 434 of the Civil Service Regulations included among officers whose service is inferior, but from this rule, officers who are specially provided for in Article 529 are exempted. It follows, therefore, that the service of Dockyard and Military artificers thus exempted is not inferior. The rules for superior service apply to those officers in every respect except that the amount of their pension is less than that prescribed for superior servants generally. (G. I., F. & C., No. 2132, dated 11th August 1879; *vide* G. R. No. 2907 idem.)

2. The Sub-Inspectors of the Salt Department in the Upper Sind Frontier are inferior servants within the meaning of Article 434 of the Civil Service Regulations. Their case is analogous to that of the members of the Executive Police to whom the educational test does not apply, and the rules for passing the educational test need not be enforced in their case. Preference should, however, be given to candidates who have passed the test if they are in other respects fit for the duties required. (G. R. No. 2660, dated 1st September 1886.)

3. The service of a Daftarband, *i.e.*, a record-keeper who classifies and indexes records as well as looks after them generally, is superior. (G. R. No. 2271, dated 12th June 1889.)

4. The service of the engine-driver and tindal of the steam launch used by the Health Officer of the Port of Bombay, may be treated as superior under the first part of the entry beginning 'Quarter Masters, &c.,' in Article 435, Civil Service Regulations. (G. I., F. & C., No. 5419, dated 22nd November 1890; *vide* G. R. No. 3982, dated 5th December 1890.)

5. Service as carpenter in the Salt Department is inferior. (G. R. No. 3014, dated 13th September 1894.)

III.—RULES FOR RECKONING SERVICE.

1. The penalty for breaks in service caused by "absence without leave" affects only an officer's claim to pension, and at the time of passing orders on the pension papers, the circumstances of each break are fully considered, and the break condoned by Government when the indulgence seems deserved. Before orders condoning breaks in an individual's service are issued, it is necessary to ascertain whether the breaks have actually occurred as mentioned by the local officers, and whether there are any other breaks. This requires a detailed examination of the whole service in the Accountant-General's office, and it often turns out that the Accountant-General's report differs considerably from that of the local officers. As this minute scrutiny of an officer's service is performed by the Accountant General at the time of submitting the pension papers, orders as to whether breaks in any case should be condoned or not can best be passed at the time of considering the pension papers of each individual as hitherto. (G. R. No. 4430, dated 30th November 1878.)

2. Article 457 of the Civil Service Regulations does not refer to hospital leave admissible under Article 320 of the Regulations. (G. I., F. & C., No. P-3920, dated 26th September 1892; *vide* G. R. No. 4124, dated 17th October 1892.)

3. The provisions of Article 465-A of the Civil Service Regulations, regarding the condonation of deficiencies in qualifying service, are applicable to

cases of pensions granted on the graduated scale laid down in Article 518(*b*). The concessions referred to in the former article are meant to obviate hardship arising from a strict application of the rules, and not merely to add to the pension earned. (G. I., F. & C., No. P.-5247, dated 30th December 1892; *vide* G. R. No. 227, dated 18th January 1893, and G. I., R. & Agri., No. 488-58-2, dated 27th February 1899; *vide* G. R. No. 1433, dated 20th March 1899.)

4. A member of the Indian Civil Service to whom the concession has been granted of adding one year to his pensionable service on account of famine duty is entitled to annuity after 24 years' service and 20 years' active service. (G. I., F. & C., No. 1216-P., dated 11th March 1895; *vide* G. R. No. 1016, dated 25th idem.)

IV.—AMOUNT OF PENSION.

1. The Secretary of State is averse from increasing the non-effective charges by special pensions except in cases of very exceptional and distinguished service. If the head of a department or office is of opinion that he is justified in moving Government to recommend the grant of a special pension in any case he should address Government on the subject in a confidential letter shortly before the officer on whose behalf the proposal is made is expected to retire. (G. R. No. 1121, dated 19th April 1886.)

2. The attention of all local authorities is drawn to the inexpediency of making recommendations for the grant of pensions in sterling to officers who, under the rules, are only entitled to receive them in rupees. (S. of S., No. 10 Finl., dated 17th January 1889; *vide* G. R. No. 989, dated 14th March 1889.)

3. In the case of an officer to whom Article 521 (*a*) of the Civil Service Regulations applies in accordance with Article 522, the excess over 30 years means the excess over 30 years of the age of the officer at the time his qualifying *superior* service begins. (G. I., F. & C., No. 979, dated 22nd February 1889; *vide* G. R. No. 1642, dated 24th April 1889.)

V.—INVALID PENSION.

1. If the person who appears before the Medical Board is an applicant for a certificate of unfitness for public service, and it is found that he is fit, then all that is required is to refuse to give him one. (G. R. No. 699, dated 3rd March 1874.)

2. There is reason to believe that an impression prevails that an officer who submits an application for invalid pension must be immediately removed from the service. It is therefore necessary to point out that Article 499 of the Civil Service Regulations does not require the removal of such an officer until a medical certificate is submitted. (G. I., F. D., No. 256, dated 15th January 1875; *vide* G. R. No. 374, dated 30th idem.)

3. An applicant for invalid pension who is required to support his application by a medical certificate of incapacity for further work, must not, as a rule, be discharged before he submits such certificate. (G. I., F. D., No. 3576, dated 10th June 1874; *vide* G. R. No. 3067, dated 24th July 1876, and G. N. of the same date.)

4. An applicant for invalid gratuity, permitted under the operation of Article 500 of the Civil Service Regulations to do light work till his gratuity is sanctioned, should be held to have actually retired from the date of application. His temporary retention does not count for pension or gratuity. If, therefore, such an officer dies while in employ, the gratuity which would have been admissible to him if he had lived, should be paid to his heirs. Article 1044 does not apply to the case. (G. I., F. D., No. 876, dated 11th February 1878; *vide* G. R. No. 601, dated 19th idem.)

5. In cases in which the medical officers are unable to certify that the incapacity of an applicant for pension does not appear to have been caused by irregular or intemperate habits as required by Article 489 of the Civil Service Regulations but in which the Local Government may consider the cases to be similar to others in which invalid pensions have been sanctioned by the Government of India in the absence of the prescribed form of medical certificate, the Accountant General should certify to the applicant's title to pension or gratuity with some such proviso as the following: 'Provided that the sanctioning authority is of opinion on consideration of the medical certificate and other evidence as to habits and character that the incapacity has not been proved to be caused by irregular or intemperate habits,'

The mere fact that an officer has suffered from syphilis is not sufficient to bring him under the operation of Article 498 of the Regulations, provided there is nothing against his character in other respects; that in the event of his retirement being necessitated by such cause, the record of his service as a whole should be examined. The presumption may be against the officer, but it should not be accepted as other than a presumption, and should be viewed as capable of being completely rebutted by general evidence as to character and conduct.

(G. I., F. & C., No. 4420, dated 8th November 1884; *vide* G. R. No. 3870, dated 28th idem.)

6. The Surgeon-General should instruct medical officers to discontinue the use of the expression "premature old age." If a man is not old, his inefficiency cannot be due to old age, and under Article 488 of the Civil Service Regulations a medical officer must not certify that the inefficiency of an officer whose age is under 55 years is due to old age or natural decay from advancing years. (G. R. No. 359, dated 11th February 1886.)

7. The note attached to the form of medical certificate prescribed in Article 489 of the Civil Ser-

vice Regulations, which is also applicable to the form of medical certificate prescribed in Article 491 (*a*), should be printed *in extenso* at the foot of all printed forms of medical certificate to be given respecting an officer applying for pension in India, so that the officer giving the certificate may use one or the other form of words according to the circumstances of each case. (G. I., F. & C., No. 2078, dated 20th May 1891; *vide* G. R. No. 1993, dated 4th June 1891.)

8. Serious illness may be an excuse for placing a man in such circumstances under treatment, but not for giving him certificate of permanent unfitness, without the knowledge of the head of the office and without having received authority from the head of the man's department to furnish him with a medical certificate of incapacity for further service. (G. R. No. 2419, dated 8th July 1893.)

9. Sávantvádi is declared to be a civil station for the purposes of Article 486, Civil Service Regulations. (G. R. No. 787, dated 17th March 1887.)

10. Sádra should be treated as a civil station for the purposes of Article 486(*d*) of the Civil Service Regulations. (G. I., For. Dept., No. 181-G., dated 31st January 1893; *vide* G. R. No. 614, dated 14th February 1893.)

VI.—SUPERANNUATION.

1. Unpleasant as the duty may be of having to pronounce an opinion on the efficiency of men who have passed the age of 55, it is one that Government have a right to expect their officers will perform fairly and conscientiously. On no account should a man be permitted to remain in the service simply with a view to his qualifying for a higher pension. At the same time a wise discretion should be exercised in forcing men to retire from positions such as Darogaships of distilleries in which old men can do sufficiently efficient service. (G. Rs. Nos. 1262, dated 23rd April 1874, and 1483, dated 12th May 1874.)

2. No officer is to be obliged to apply for pension under the 55 years' rule unless the Head of the Department is satisfied of his unfitness for further duty, and until he has had an opportunity afforded him of appealing against the view taken of his unfitness. (G. R. No. 2473, dated 12th August 1874.)

3. When an officer has been refused an extension of service he may in the absence of specific orders to the contrary be allowed to continue in service until he is relieved by his successor. In cases, however, where an extension of service has been applied for and granted to an officer, and no further extension is asked and sanctioned, that officer must be held to cease to be in the service of Government and to be entitled to any pay from the date of the expiration of the period for which the extension was granted. In such cases it is for the officer under whom is serving the officer to whom the extension has been given to take timely measures to ensure as far as in him lies that another officer shall be available to take

over charge from the time-expired officer on the date on which the extension given terminates. (G. Rs. Nos. 1854, dated 28th May, and 4530, dated 30th November 1881.)

4. The power of declaring any non-gazetted subordinate to be efficient and permitting him to remain in the service for a definite period up to but not exceeding the age of 60 years is delegated to the Conservators of Forests. (G. R. No. 2332, dated 26th July 1888.)

5. The sanction of Government is not necessary to the grant of extension of service to forest guards, who are inferior servants. (G. R., R. D., No. 1676, dated 6th March 1893.)

6. The powers contemplated in Article 506 (*a*) of the Civil Service Regulations are conferred on the following officers :—

The Surgeon-General with the Government of Bombay.

The Sanitary Commissioner.

The Commissioner in Sind.

The Commissioners of Divisions.

The Commissioner of Customs, Salt, Opium and Abkári.

The Survey and Settlement Commissioner.

The Conservators of Forests, N., S. and Sind Circles.

The Inspector-General of Registration and Stamps.

The Collector of Land Revenue, Bombay (as regards the Land Revenue Office, the Steam Boiler Inspection Office and the office of the Inspector of Factories).

The Superintendent of Stamps and Stationery.

The Director of Land Records and Agriculture.

The Superintendent of Horse-breeding Operations.

The Secretaries to Government.

(G. R. No. 2827, dated 22nd August 1890.)

7. As a general rule, extensions of service to officers who have attained the age of 55 years should only be granted for one year at a time. (G. R. No. 2827, dated 22nd August 1890.)

8. Extensions of service should usually in the first instance run to the end of the financial year, and should afterwards run from the commencement of each financial year either to the end of it or to some earlier period. It is desirable in cases of extensions of service which require the sanction of Government that reports should be made at least 1½ months before the necessity for sanction or fresh sanction arises. His Excellency in Council is accordingly pleased to fix the 15th February as the latest date for the submission to Government of the annual superannuation returns. These returns should continue to be submitted to the Administrative Department concerned.

These orders do not affect the practice hitherto observed in the Public Works and Railway Departments.

(G. R. No. 2711, dated 1st July 1892.)

9. The Accountant General should forward the superannuation lists prescribed by articles 803 and 811 of the Civil Account Code, Volume II, through the heads of the Offices or Departments concerned, who should either in the remark column of the lists or elsewhere enter any recommendations they may have to make for the retention in, or removal from, the service of the officers mentioned in the lists, and submit them for orders to Government or to the authorities empowered under Article 506 (*a*) of the Civil Service Regulations to grant extensions of service, as the case may be, with the least possible delay. (G. R. No. 1235, dated 10th April 1895.)

10. An officer who is required to retire on attaining the age of 55 years under the rules of the Civil Service Regulations should reckon his fifty-fifth birth day as a working day and retire with effect from the next day. (G. I., F. & C., No. 4299-P., dated 6th September 1895; *vide* G. R. No. 3300, dated 25th idem.)

VII.—ORDERS RELATING TO POLICE OFFICERS.

1. Claims to pension and gratuity arising from service in the Police prior to the establishment of a superannuation fund should not be dealt with by the Police Commissioner, and he should not adjudicate on claims arising from service in the Bhil Corps. (G. I., F. & C., No. 4564, dated 19th December 1872; *vide* G. Rs. Nos. 4098, dated 31st idem, and 2445, dated 27th July 1894.)

2. The superannuation deductions from the pay of the constables of the new Káthiáwár Police should be credited to the respective Police Funds. (G. R. No. 3431, dated 13th November 1886.)

3. The orders (*vide* Article 518 of the Civil Service Regulations) which sanction the grant of a pension for ten years' service to Government servants are extended to the members of the Bombay City Police force enlisted prior to the abolition of the superannuation fund. But this ruling will not apply to policemen whose pensions will be regulated by Section IV of Bombay Act I of 1872. (G. R. No. 4426, dated 6th November 1889.)*

4. The badge allowance of Re. 1 granted to certain native constables of the Bombay City Police does not count towards pension and should not be subjected to the deduction of half an anna in the

* This Resolution modifies the ruling contained in Judicial Department memorandum No. 6937, dated 17th November 1879 (*vide* preamble of Government Resolution No. 4281, dated 4th December 1879) allowing gratuities to members of the Bombay City Police on pay not exceeding Rs. 20 per mensem according to the rules applying to superior service.

rupee on account of pension. (G. R. No. 2000, dated 4th June 1891.)

5. Under Section 4 of Act I of 1872, as amended by Act II of 1879, the pension of a member of the Bombay City Police Force, whose salary or authorized allowances do not exceed Rs. 20, is calculated on the average of the monthly salary or authorized official allowances received during the last 5 years of the service immediately preceding the date of application for pension. The Act does not define how the average is to be calculated; but in such cases the average of the monthly salary or authorized official allowances received during the last 5 years of the service immediately preceding the date of retirement should be calculated for the purposes of pension according to the method laid down in Article 531 of the Civil Service Regulations. (G. Rs. Nos. 3497 and 3498, dated 6th October 1893.)

6. The service of the Police on the Bhávnagar-Gondal-Junágad-Porbandar Railway, prior to the amalgamation of the force with the Káthiáwár Agency Police is allowed to count towards pension, the Railway Administration paying its proportion of the pensions due for that service as they fall due. (G. I., For. Dept., No. 1886-I.-B., dated 19th May 1897; *vide* G. R., P. D., No. 3652, dated 11th June 1897.)

VIII.—RECORD OF SERVICE.

1. It is the duty of every officer to see that the service-book of each of his subordinates is filled up in respect to service in his own office, and, wherever it can be done conveniently, a record of the service of each officer in former offices should be made in the service-book, but no inordinate trouble should be taken to procure the supplementary record. (G. I., F. D., No. 1201, dated 3rd June 1875; *vide* G. R. No. 1922, dated 12th idem.)

2. It would not be inadvisable to require that every officer who under the rules has to keep a service-book should himself produce evidence of all his former service, (which he generally possesses in the shape of certificates, &c.,) which service should then be recorded and verified in due course within six months of his retirement from the service. Every officer should also be warned that it is his duty to complete the book including all record of former service. (G. R. No. 590, dated 12th February 1881.)

3. The service-book of every uncovenanted servant should contain a note of every punishment of whatsoever nature inflicted and of the cause of such punishment. (G. Rs. Nos. 4775, dated 17th December 1881, 305, dated 26th January, 972, dated 18th March, and 1565, dated 28th April 1882.)

4. All medical subordinates in the Civil Department should be required to keep service-books instead of "sheet rolls," which should be discontinued. (G. R. No. 652, dated 10th March 1886.)

5. When once an entry of age or date of birth has been made in a service-book no alteration of the entry should afterwards be allowed, and the age as given in the service-book should be finally accepted as being correct and not open to subsequent modification. The Governor in Council has no objection to the correction by Collectors and other District Heads of Departments of errors in the service-book of an officer which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to Government. (G. Rs. Nos. 3181, dated 24th September 1890, and 4117, dated 13th December 1894.)

IX.—PROCEDURE.

1. All questions involving the grant of pensions to any officer or class of officers and consequently affecting Provincial Revenues—from which such pensions would be payable—should be referred to the Financial Department for consideration before final proposals are made or final orders are passed. In the case, however, of transfers to foreign service, no reference to the Financial Department is required except where the transfer involves a charge of status, that is to say, from an appointment which is not pensionable to one in the foreign service which is pensionable or to cases where the increase of salary is considerable, thereby entailing a large pensionary liability. (G. Rs. Nos. 2978, dated 28th September 1888, and 3696, dated 4th December 1888.)

2. A Covenanted Civil Servant who may resign the service in England will, on application, be granted advances, pending production of the usual annuity certificate, provided that he shall have completed the requisite period of service and residence, and elected to draw his annuity in England. Measures* should be adopted to ensure applications for annuities being promptly dealt with in India, and the necessary advice furnished to the Secretary of State with the least possible delay. (S. of S. No. 135, dated 27th March 1873; *vide* G. R. No. 2148, dated 31st May 1873.)

3. When a memorial to the Secretary of State praying for a pension or gratuity is forwarded by a Local Government to the Government of India, it should always be accompanied by an application for pension in the prescribed form and by a report on the applicant's case from the Accountant General concerned. (G. I., F. D., No. 2765, dated 30th April 1874; *vide* G. R. No. 1508, dated 14th May 1874.)

4. Heads of Departments should have recourse more freely to the discretion accorded in Article 988 (*b*) of the Civil Service Regulations in regard to the submission of applications for pension or gratuity

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* *Vide* Article 1075, Civil Service Regulations.

within six months previous to the retirement of the applicant, in order to reduce to a minimum the delay which necessarily takes place, owing to verification of past service, in the disposal of applications from those who retire about the date of their application. (G. R. No. 3067, dated 24th July 1876.)

5. Heads of offices should avail themselves as freely as possible of the discretion noted in the foregoing order. Where this is not done, a considerable period is liable to elapse between the date of a man's retirement and the date upon which the pension or gratuity due to him is determined. (G. R. No. 3788, dated 31st October 1879.)

6. The Government of India have repeatedly sought to mitigate the hardship which is occasioned to an officer retiring from the service, by delay in the settlement of his pension or gratuity; and in order that this object may be more completely secured, heads of offices should observe carefully the rules regarding the preparation and submission of applications for pension. (G. I., F. & C., No. 3475, dated 4th November 1880; *vide* G. R. No. 4187, dated 25th idem.)

7. Government regret to notice that great and unnecessary delay, which must involve considerable hardship, occasionally occurs in the submission of applications for pensions and gratuities, and request that henceforth the necessary data may be obtained and applications submitted in all cases as expeditiously as possible. (G. R. No. 902, dated 5th March 1883.)

8. It has come to the notice of the Governor in Council that avoidable delay frequently occurs in submitting papers regarding applications for pension whereby great and unnecessary hardship is inflicted on the applicants. The attention of all heads of Departments is called to the absolute necessity for prompt disposal of such cases, and it should be generally intimated that Government view dilatoriness in these cases with grave disapprobation and that officers to whom avoidable delay can be traced will incur the severe displeasure of Government. (G. R. No. 1930, dated 23rd July 1887.)

9. The Commissioner in Sind and the Commissioners of Divisions should have monthly returns of pension claims in arrears submitted to them, and issue such orders as will ensure prompt disposal of applications for pension. (G. C. No. 4253, dated 7th December 1891.)

10. The Secretary of State has directed that instructions should be issued for the prompt settlement of all claims to pensions. Attention is invited to the provisions of Article 1012 of the Civil Service Regulations, and all officers concerned are requested to adopt special measures for the speedy disposal of all applications for pension. (G. I., F. & C., No. 3369-P., dated 5th July 1894; *vide* G. R. No. 2433, dated 27th idem.)

11. The Governor in Council regrets to notice that despite the attention drawn by the orders noted in the margin to the delay which is permitted to occur in the disposal of applications for pension, such delays are still not infrequent, especially in the case of low-paid subordinates, to whom tardiness in settlement of their claims may be a matter of serious consequence. Government trust that the attention of heads of departments having once more been invited to the matter, these delays will cease.

Government Circular No. 1930, dated 23rd July 1887.
Government Circular No. 4253, dated 7th December 1891.
Government Resolution No. 2433, dated 27th July 1894.

In certain instances it has been found that delays happen in the submission of applications for pension. The fault is with the applicant, but is generally due to his ignorance of the fact either that an application is due, or that delay in the submission of it may cause him loss under articles 987 and 1013 of the Civil Service Regulations. Heads of offices are accordingly enjoined, when communicating to any subordinate the order or permission to retire, to give him notice in writing to submit his application immediately, with a warning that pension will ordinarily count from the date of application for the same.

(Govt. Cir. No. 1715, dated 6th April 1899.)

12. Whenever it is likely that a delay of over six months is expected to occur in preparing for submission to Government the pension papers of subordinates, arrangements should be made to allow them a provisional pension under article 1009 (*a*) of the Civil Service Regulations to prevent the hardship caused to them by protracted delays. The article quoted above gives ample powers for the sanction of anticipatory pensions, and the authority given under it should be freely used. (G. Rs. Nos. 2350 and 3207, dated 17th May and 10th July 1899, respectively.)

13. In *all* applications for pensions or gratuities heads of offices should invariably state whether the applicant's service has been satisfactory or not and whether any reduction should or should not be made in the pension to be granted by Government. (G. Rs. Nos. 4101, dated 22nd November 1879, and 149, dated 13th January 1880.)

14. The Accountant General is relieved from the duty of reporting upon applications for pensions or gratuities to officers of the Public Works and State Railway Departments. The whole responsibility will rest upon the Examiner of Public Works Accounts and the Examiner of State Railway Accounts. The Accountant General can be specially consulted in case of any doubt as to the correct interpretation of any rule. (G. R. No. 1925 dated 26th May 1882.)

15. Whenever applications for pensions or gratuities are forwarded to the Financial Department for disposal, the names of the applicants should be spelt according to the recognised system of official spelling.* (G. C. No. 804, dated 17th March 1888.)

* *Vide* page 1 of the List of Bombay Places and Common Official Words, circulated with Government Resolution, General Department, No. 3696, dated 9th December 1878.

16. The principle cannot be accepted that exemption from attendance at a public office should be ordinarily granted as a personal distinction as if the attendance were derogatory. (G. R. No. 195, dated 15th January 1884.)

17. Intimation of the grant of pensions or gratuities to officers who retire while on leave in England will be given through the India Office, and copies of the orders should not be sent to them direct by the heads of offices. (G. R. No. 1997, dated 11th July 1885.)

18. The Accountant General should see that no delay occurs in forwarding the papers which have to be transmitted to the Secretary of State when payment of a pension has to be made at the Home Treasury. (G. R. No. 2517, dated 4th September 1885.)

19. Powers of attorney need not be required in the case of the agents to whom the political pensions of Sultáns and other Chiefs living far off from Aden are paid, and the production of life certificates may also be dispensed with. (G. R. No. 409, dated 9th February 1888.)

20. Several cases having occurred in which persons in inferior service have been permitted to retire, on the supposition apparently that they are entitled to pension, without the production of medical certificates of incapacity for further service, and much delay in granting pensions having been occasioned by this procedure, the attention of all heads of offices is drawn to articles 524 and 486 of the Civil Service Regulations. Under the former section the only pensions admissible for inferior servants are (1) compensation pension which is granted only when an appointment is abolished, and (2) invalid pension; and the latter section provides that unless an applicant for an invalid pension is sixty years old or upwards his incapacity for further service must be established by a medical certificate. (G. C. No. 1479, dated 11th April 1889.)

21. In the case of pensions and gratuities sanctioned by the Government of Bombay, payable in the Punjáb, the order granting the pension or gratuity together with a copy of the first page of the application for pension or gratuity should be communicated direct to the Accountant General, Punjáb, and not to the Government of the Punjáb. (G R. No. 3053, dated 11th September 1890.)

22. No change is required in the system of quarterly pensions to military pensioners from Civil

Treasuries. But it is objectionable to keep pensioners waiting for days at the treasuries, and arrangements should be made by the officers concerned to distribute the work at the treasuries so as to obviate this. (G. R. No. 2234, dated 30th May 1892.)

23. The power reserved to the Local Government, to relax the provision of Article 1013 of the Civil Service Regulations, under which a pension, other than a wound or extraordinary pension, is payable from the date on which the pensioner ceased to be borne on the establishment, or from the date of his application whichever is later, is extended to the officers and heads of departments who are empowered under Articles 999, 1001 and 1002 of the Regulations to grant pensions and gratuities to certain classes of subordinate officials in Bombay and Sind. (G. I., H. D., No. 1689, dated 11th July 1892; *vide* G. R. No. 3021, dated 23rd idem.)

24. Members of the office establishment of Cantonment Magistrates not being on the *Revenue Establishments* subordinate to the Commissioners, pensions cannot be granted to them by the Commissioners under the authority of Section 999 of the Civil Service Regulations. (G. R. No. 2991, dated 28th August 1893.)

25. The power of sanctioning the payment for the first time of pensions in arrears for more than six months is delegated to the Commissioners of Divisions and in Sind, and to the Inspector-General of Police in cases where the grant of such pensions has been sanctioned by these officers under the provisions of Articles 999 and 1001 of the Civil Service Regulations. (G. R. No. 1902, dated 5th June 1895.)

X.—MISCELLANEOUS.

1. Military officers in civil employ are required to notify to the head of the department under which they may be serving, their intention of retiring from the service. (G. I., M. D., No. 512-S., dated 17th October 1876; *vide* G. M. No. 6399, dated 8th November 1876.)

2. The pensions both of Chaplains and of their families paid in India should be treated as military charges and shown under the head of Army Non-Effective Charges. (G. I., F. & C., No. 3320, dated 1st October 1880; *vide* G. R. No. 2937, dated 17th idem.)

3. If a Native State desires a periodical payment to be made from a Government treasury, the amount being recovered from the Native State, there is no objection to the request being granted with the sanction of the Local Government, provided the amount of each payment is not less than Rs. 100, and provided that the treasury at which payment is desired is under the Government which is in political connection with theNative State concerned. Such payments will be made by Government merely as an agent for the Native State.

When such payments on account of pensions are arranged for, the form of pay order should not be the same as that used for pensions payable from Indian Revenues. The order should be of the same kind as the ordinary permanent pension pay order, but should be clearly distinguished in form.

The payment of any pension already sanctioned should not be stopped in consequence of these orders.

(G. I., F. & C., No. 1769, dated 28th November 1884; *vide* G. R. No. 4140, dated 23rd December 1884.)

4. Under Article 385 of the Civil Service Regulations, officers removed or required to retire from the service of Government on account of misconduct or inefficiency are not entitled to any pension or gratuity. No direct or indirect promise of pension or gratuity should, therefore, be made to such officers when they are discharged or required to retire. (G. I., F. & C., No. 1312, dated 8th June 1885; *vide* G. R. No. 1902, dated 3rd July 1885.)

5. The rules as regards pensions in cases of injury or death are contained in Chapter 34, Section II, of the Civil Service Regulations, and any extension of the provisions there laid down cannot be sanctioned. It is, however, open to a Local Government to bestow reasonable pecuniary rewards on (private) persons displaying gallantry in any respect, and in other provinces a bangle or other mark of distinction has frequently been given for gallant conduct in resisting dacoits or other violent criminals. There is no reason why such rewards should be withheld merely because the person had sustained injury, and even in the event of his death, the Government of India would not object to the reward or gratuity being bestowed on his representative. In this view the Government of India sees no objection to the appropriation by the Government of Bombay from Provincial Funds of Rs. 1,000 annually for the purpose of rewarding gallantry of the nature in question.

In these orders it is not intended to place any limit on expenditure which the Local Government was previously entitled to sanction.

(G. I., H. D., Nos. 1020, dated 20th May 1890, and 1658, dated 2nd September 1890; *vide* G. R. No. 3360, dated 6th October 1890.)

6. Whenever any Act containing provisions for granting pensions to officers under a Municipality or a Local Body next comes under amendment, the opportunity should be taken to consider whether it gives power to the Municipality or Local Body concerned to undertake a liability for a proportionate pension in cases of such officers transferred to Government service, and, if not, how this power can best be given.

In the very rare cases in which it is considered desirable to transfer an officer already earning a pension under a Municipality or a Local Body to

service under Government, care should be taken beforehand to settle the liability for his pension with reference to the law under which he is earning his pension and to the statutory powers of his employers.

Owing to the difficulty of equitably apportioning the charges that may arise in such cases, transfers of the kind should, as far as possible, be avoided.

(G. I., F. & C., No. 7-Pub.-407-419, dated 30th March 1893, and Secretary of State No. 148-Finl., dated 27th July 1893; *vide* G. Rs. Nos. 1676, dated 1st May 1893, and 3568, dated 12th October 1893.)

7. Government will have no objection to pay pensions according to the rule of proportions to vaccinators' peons who were in Government service prior to 1871, provided the District Local Boards consent to pay from Local Funds their share of pension for the service rendered by the men under those Boards. (G. R. No. 3944, dated 30th November 1894.)

8. The Secretary of State has pointed out the necessity for exercising great care with regard to removing an officer from the service of Government on the ground that his appointment is abolished on reduction of establishment. Claims for compensation are liable to arise in such circumstances, which are difficult to meet, especially if anything has prevented the proposed reduction from being carried out. Therefore, no Government servant should be discharged for such a reason until the reduction of establishment, entailing the abolition of his post, has been finally determined on and has been actually ordered by Government. The fact that prospective changes are under consideration, and likely to be adopted, which will involve a reduction of establishment, should not be used to justify the removal of an officer from his appointment. (G. I., H. D., No. 6-Pub.-620, dated 17th April 1895; *vide* G. R. No. 1505, dated 9th May 1895.)

9. The following rules for the identification of pensioners by means of thumb-impressions in force in Bengal should be adopted in this Presidency, with this modification of Rule 10 that all pensioners whose monthly pension exceeds Rs. 50 should be exempted from the operation of the rules.

The Superintendent of Stationery should be authorized to supply the requisite materials for the purpose of obtaining thumb-impressions referred to in Rule 13, to the officers indenting for them:—

Rules for the identification of pensioners by means of thumb-impressions.

1. All applicants for service pensions, with the exception of those hereinafter mentioned in Rule 10, shall, at the time of preparation of their applications for pension, make, before the head of the office, in the first page of their application for pension in the space provided therein for the

purpose, an impression of the ball of the thumb of the left hand.

2. An impression similar to that mentioned in Rule 1 shall at the same time be taken on a slip of paper and shall be attached to the application for pension.

3. These impressions will be sent together with the pension papers to the officer reporting on the claim to pension and be forwarded by him to the authority who has to sanction the pension. They will thereafter be forwarded by the sanctioning authority to the officer who audits payments of the pension.

4. The impression given on the application for pension will serve in the auditing office as a permanent record of the impression, while that given on the separate slip will be pasted on the Disbursing Officer's half of the Permanent Pay Order.

5. In the case of non-service pensioners, the thumb-impression shall be made on the Descriptive Roll in presence of the officer preparing the roll.

6. In the case of non-service pensioners, an impression shall also be taken, by the office preparing the Descriptive Roll, on a separate slip of paper, and this shall be sent together with the roll to the Auditing Officer.

7. In the case of non-service pensioners, the impression given on the Descriptive Roll will form the Auditing Officer's permanent record, and that given on the slip will be pasted on the Disbursing Officer's half of the Permanent Pay Order in the space provided therein for the purpose.

8. The impression given on the separate slip will, in the case of both service and non-service pensions, payable at the Presidency town of Calcutta, be pasted against the appropriate number of the Register of Permanent Pay Orders.

9. On the first appearance of a pensioner on or after April 1st of each year, the Disbursing Officer will, except in the cases of pensioners mentioned in Rule 10, take an impression of the thumb of the pensioner's left hand on his pension bill, and besides identifying the pensioner from the other particulars given in the Disbursing Officer's half of the Permanent Pay Order or in the Audit Register (as the case may be), identify him from a comparison of the impression given on the bill with that pasted on the Permanent Pay Order or in the Audit Register, and in case of difference in the two impressions will refer the matter to the officer before whom the impression pasted in the Permanent Pay Order or in the Audit Register had been made.

10. Except Native Princes, European ladies, persons who have been gazetted officers and those

specially exempted by Government (these exceptions being made on the ground that there can be no difficulty in future identification) all pensioners shall be liable to the operation of these rules.

11. Purdah ladies and illiterate pensioners shall give a thumb-impression on their bills before the person granting the life certificate, or in the case of illiterate pensioners who personally attend the paying office before the Disbursing Officer.

12. On the renewing of a Permanent Pay Order, the original impression shall be cut off from the old and attached to the new order.

13. Impressions should be taken in the following manner :—

A small quantity of ordinary printer's ink (which will be supplied by the Superintendent of Stationery, Calcutta), mixed with a very small quantity of sweet-oil, should be well rubbed with an India-rubber roller on a tin slab until a very thin even layer is formed. The ball of the thumb of the left hand of the pensioner, after being wiped, should be laid on the inked slab and rolled from side to side (not rubbed) until sufficiently inked (this can be learnt from experience) and then lightly and carefully rolled on the paper on which the print is to be taken in such a way that the pattern of the whole of the ball of the thumb from side to side is clearly impressed on it. It must be specially borne in mind that any *side* movement, either at the time of applying or removing the thumb, will cause a smudge and spoil the impression.

14. In the case of pensioners now on the pension list, Disbursing Officers will, on the next occasion on which each pension is paid and after careful identification of the pensioner, take his or her impression on the Permanent Pay Order or Audit Register.

15. A thumb-impression should also be taken in the Service-books of persons in service in the space for "Distinctive Marks." In all cases when an officer is sent for medical examination, the examining Medical Officer or Board should be asked to obtain the thumb-impression of the candidate for appointment, leave or pension on the medical certificate. This last impression should afterwards be verified with that in the Service-book by the head of the office.

(G. R. No. 761, dated 15th February 1899.)